**Alief ISD Responsible Use Practice Guidelines for Administrative Use**

Alief ISD has prepared this RUP document to complement, support & clarify the existing AISD AUP which remains the policy of the district.

**Purpose:** *To articulate a common vision for technology integration and responsible digital citizenship in the district. Our expectation is that technology resources will be used to enhance the learning environment while developing 21st century skills.*

**Belief Statements**

Digital Literacy/Digital Citizenship

We believe that by developing good digital citizenship and transliteracies in our learning community, we will be preparing our students to be global communicators, collaborators and creative and critical thinkers.

Academic

We believe the integration of technology aligned with rigorous curriculum standards and higher order critical thinking skills will positively impact how students learn and how teachers support learning.

Professional Development

We believe that ongoing, continual and tiered educator career training for all stakeholders will support and promote the effective use of technology in the classroom and will move instructional practices into engaging student-centered learning communities utilizing 21st century skills.

Environment

We believe technology rich and ready classroom environments which include all forms of instructive and communicative media will provide for the seamless and flexible integration and use of technology; thus creating student-centered learning environments that foster student engagement and academic growth.

**Understanding Statements:**

**Safety:**

* As a good digital citizen, I will use technology in a meaningful, safe and responsible way.
* I understand the district uses filters to protect district users from illegal, defamatory, inaccurate materials and it is my responsibility to notify the district of objectionable material.
* I will be an active moderator of materials and conversations.
* I understand that only students with proper authorization should be allowed to access the network or internet.
* I will use safe and civil behavior in all online communications
* I will respond consistently and appropriately to situations involving inappropriate use, cyber bullying, sexting, etc
* I understand that I have a responsibility to exercise due diligence in monitoring the use of technology with students.
* I will abide by CIPA regulations in order to protect students from exposure to inappropriate material and will consider age appropriateness and learning objectives in my decisions

**Productivity:**

* I will use technology resources productively, appropriately & primarily for professional related purposes.
* I will not use district resources for political advertising, or for promoting commercial goods or services for personal gain.
* I will follow all District guidelines in the proper use of printers, server space, video or audio streaming and network bandwidth.
* I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

**Responsible Use:**

* I understand the potential risk of viruses and spyware and will use extreme caution when using district network resources
* I will keep myself updated by taking continued professional trainings as they become available
* I understand that I am responsible for my personal device and learning how to use it and that Alief ISD has no liability in case of theft, loss or damage.

**Digital Citizenship:**

* I will use technology in accordance with the laws of the United States and the State of Texas as they relate to libel, copyright and criminal acts which include
* I will model safe and civil network use by always conducting myself, in a professional manner and insure that my staff is trained in appropriate use and monitoring of online communications and internet use.
* I understand that my passwords are private. I will not allow others to use my account name and password, or try to use those of others.
* I understand that my school network and email accounts are owned by the District and are not private. Alief ISD has the right to access my information at any time.
* I understand that any information or data on my personal device that is not suitable for access in Alief ISD will not be opened
* I understand that my online activities can reflect on Alief ISD.
* I understand that what I do on social networking websites should not reflect negatively on fellow employees or students.
* I understand that I will be held responsible for how I represent myself, my school or district on the internet.
* I understand that most of what I do on the internet is creating my “digital footprint” which if forever.

**Environment:**

* I will provide opportunities to train and educate my staff on responsible use practices and the ethical use of information.
* I will hold my staff responsible for abiding by all guidelines for using technology in a safe, meaningful and responsible way.

Alief ISD Staff

**Responsible Use Practice Guidelines Agreement**

I understand and will abide by the above Responsible Use Practice Guidelines. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

Termination of Account- An employee’s access to, and use of, the Alief ISD Network system may be terminated by misuse of e-mail or other resources on the Network. Accounts that are inactive for more than ninety (90) days may be removed along with that employee’s files without notice given to the employee. Accounts are automatically disabled and deleted when an employee resigns from the district. Any account may be terminated by Alief ISD at any time.

Employee’s Full Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Location/Campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home/Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_